

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) <i>transferred from DD/STAT, June 73</i> (Hqs.)	
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)			Sq. Ft.
2 Drawer (free standing)		2	20.0
4 Drawer (correspondence)		33	330.0
5 Drawer (correspondence)		9	90.0
All purpose (with doors)			
Map and Plan File			
Kardex (<u>16</u> Slides)		1	6.3
8- Drawer Card (<u>3x5</u> size card; <u>24"</u> inches per drawer)		2	12.8
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)		1	8.0
5 Drawer (correspondence)		49	392.0
Map Cabinet Sections			
Map and Plan File			
Kardex (_____ Slides)			
Safe-T-Stack Units			
10- Drawer Card (<u>TAB</u> size card; <u>24"</u> inches per drawer)		8	68.0
14- Drawer Card (<u>TAB</u> size card; <u>27"</u> inches per drawer)		13	124.8
OTHER (describe)			
10-Drawer Card(3x5 size card; 28 inches per drawer)		2	12.8
1-Drawer Card(5x8 size card; 24 inches per drawer)		15	180.0
1-Drawer Card(3x5 size card; 48 inches per drawer)		5	---
9-Drawer Card(3x5 size card; 24 inches per drawer)		2	13.2
10-Drawer Conserv.-A-File (roll out units) for 3x5 card 6 trays wide, 15" deep		1	12.7

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY	
		SECTIONS	SHELVES HIGH		LINEAR FT	SQ. FT.
Correspondence type	36	68	7	476	1428	510
Library type						
Book Case Sections	33	41	1	41	113	262
Tape shelves						
Conserv-A-File (roll out units)	36	3	5	15	45	38
Conserv-A-File-V (side roll)						
Elevator (power files)						
Add-A-Shelf	36	9	-	59	177	54
Movable Shelves (manual)						
Movable Shelves (motorized)						
CARD SHELVES (3x5 size card; 18" ins per dr)	36	3	6	18	54	26
OTHER (describe)						
Card Shelves (5x8 size card; 18" per dr)	36	2	10	20	60	17
Card Trays (3x5 size card; 15" per dr.)	5	14	1	14	18	--
Storage Shelves	36	4	7	28	84	34
Storage Shelves	36	5	6	30	90	42
REMARKS: Storage Shelves	36	6	5	30	90	50
Include number of secure and vault areas in which records are stored <u>7</u>						
NOTE: FY-73 inventory of filing equipment is the same as FY-72.						
STATINTL						
<u>23 July 1973</u> DATE						